

## FAMILY ENGAGEMENT TEAM MEETING MINUTES - QUARTER 1

<b>Location:</b>	Robins PreK-8; Room 20
<b>Date:</b>	17-Oct-24
<b>Time:</b>	2:00pm
<b>Attendance:</b>	Kristen, Ms. Cardenas, Mrs. Sheava Craig

AGENDA ITEMS	DISCUSSION NOTES	RESPONSIBLE FOR FOLLOW-UP
Introduction to team members	Everyone introduced themselves.	N/A
Introduction of Family Engagement Team ; the purpose and expectations	Epstein's Six types Model of Parent Involvement Previous years FE team and goals	N/A
Create Goals for the year	Goals: Improve attendance, parent involvmeent, and communication between school and families	
FE Survey incentives for completion by families	Discussed PTO providing a raffle for survey completion. We don't know how the survey is tracked. We need more information.	Mrs. Sheava Craig will get information on how to see who has filled out the survey.
Open discussion and Next Meeting Dates.	Attendance is a concern. PTO wants to do a November perfect attendance inititative. They will provide a gift card to the parent of a student who has perfect attendance in November.	Mrs. Sheava Craig will publish the contest and track attendance.